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**From:** Stevenson, Allan (DPH)  
**Sent:** Tuesday, December 27, 2005 10:04 AM  
**To:** Hanchett, James (DPH); Salem, Sharon (DPH)  
**Subject:** FW: Orders

Jim & Sharon,

For us I think this only applies to gas orders from Ivey Industries, but we won't have to call Purchasing because the P.O. # is always the same for this fiscal year.

The P.O.# is C73100002498. We should give that to the Ivey customer representative each time we call.

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**From:** Danforth, Deborah (DPH)  
**Sent:** Friday, December 23, 2005 8:26 AM  
**To:** DPH-DL - CDC-Purchase Reviewers  
**Subject:** Orders

**I have been noticing packaging slips and invoices coming into my office without Purchase Order numbers on them. When I contact the vendor I am being told that the order is being placed and no Purchase Order number is being given. If you are placing an order such as for printing you CANNOT place that order until you have entered a Purchase Order request in the purchasing program and that request is assigned a number. You should include that number when you are placing the order.**

**DO NOT PLACE ORDERS WITH ANY VENDOR WITHOUT A PURCHASE ORDER NUMBER.**